

# Request for Statements of Qualifications

West Lafayette City Hall and  
Cumberland Park - Indoor Recreation  
and Aquatics Center  
Owner's Representative Services



CITY OF  

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WEST LAFAYETTE

REDEVELOPMENT COMMISSION

**ADDENDUM No. 1, August 8, 2018**

Release Date: July 18, 2018

Deadline for Questions: August 3, 2018– 4:30 p.m. (EDT)

***Questions must be emailed to***

***ecarlson@westlafayette.in.gov***

***Subject Line: "Owners Rep Q&A"***

Deadline for Proposals: August 15, 2018 – 8:30 a.m. (EDT)

Notification of Award: September 19, 2018

**Contact:**

Erik A. Carlson

Director of Development,

City of West Lafayette

[ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov)

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## Invitation

Qualified firms are invited to submit a Statement of Qualifications for the completion of Owner’s Representative services for the West Lafayette City Hall and West Lafayette Cumberland Park Recreation and Aquatic Center projects. One firm will be selected to provide services for both projects. A summary of the projects, services requested, submission requirements and selection process are included herein.

## Background – Cumberland Park Indoor Recreation and Aquatics Center

Between 2016 and 2017, the City of West Lafayette’s Parks and Recreation Department completed a year-long process to draft an updated five-year Parks and Recreation System Master Plan. This plan set out a number of priorities for the next half decade to continue the Department’s history of excellent service to our community. The top priority resulting from the study is for the City of West Lafayette to construct an indoor recreation and aquatics center for use by the community. A copy of this plan is available on the City’s website at

[http://www.westlafayette.in.gov/egov/documents/1494356053\\_63074.pdf](http://www.westlafayette.in.gov/egov/documents/1494356053_63074.pdf)

In the fall of 2017, the City commissioned a Viability Study for the facility. Led by the firm Perkins+Will, the plan recommended the “Planning Scenario 3: Community Center with Hybrid Pool” option. This alternative includes a two-story, 64,500 square foot facility with an estimated total project cost of \$29-31 million. A copy of this plan is available on the City’s website at

[http://www.westlafayette.in.gov/egov/documents/1529436210\\_09287.pdf](http://www.westlafayette.in.gov/egov/documents/1529436210_09287.pdf).

The City has accepted these recommendations and is now moving forward to implement this plan. As the first action in planning for the renovation, the City has issued separate requests for services needed to plan, build and oversee the project. These include: (1) Architecture/Engineering Services (2) Construction Manager as Constructor (CMc) services, and (3) Owner’s Representative services.

## Project Summary – Cumberland Park Indoor Recreation and Aquatics Center

The proposed project includes the construction of a new Indoor Recreation and Aquatics Center at Cumberland Park. A summary of key aspects of the proposed project follow.

**Site:** Cumberland Park is a 62-acre community Park located southwest of the intersection of N. Salisbury Street and Kalberer Road. It is home to Arni Cohen Memorial fields, basketball courts, picnic shelters, recreation sports fields, the Community Gardens, the existing Parks and Recreation Department office and maintenance building, an outdoor playground, trails, the West Lafayette Farmer’s Market and access to Michaud-Sinninger Nature Preserve. It is proposed that the Center be constructed at the western portion of the site per Site Planning Scenario 2 shown on page 75 of the Viability Study. This option would preserve open space, make trail connections, maintain three recreation fields, expand Parking and avoid a regulated drain. It would also require relocating the community gardens and the Park Department’s storage building (Parks’ administrative offices will be located in the new City Hall).

**Trail:** Project will include a trail connecting this facility to the new West Lafayette City Hall. This route will follow Salisbury and Grant Streets and will consist of existing and new sidewalks/trails. A route for the trail is included on page 71 of the Viability Study.

**Building:** The proposed facility is a 2-story, 64,500 square foot recreation center. It would include a hybrid leisure and 4-lane lap pool, 3-court gymnasium and running track, 2 group fitness studios, a large fitness center and community meeting/activity space. Preliminary floor plans are included in the Viability Study (Planning Scenario 3, page 87), however these are preliminary and subject to change/validation during the design phase of the project. The City’s goal is to make this a green/sustainable facility. Specific goals and objectives for the level of green and sustainable design will be determined early in the design phase.

**Temporary Accommodations:** The Parks’ building (and site) will be vacated by January 2019. The City has secured temporary space at an off-site location for Parks operations during construction. No services related to temporary accommodations are required.

**Parks’ Department Maintenance Building:** This project will also include a new Parks department maintenance structure to replace the structure being removed to accommodate the Indoor Recreation and Aquatics Center. The design, budget and location of this maintenance structure will be determined during the next phase of planning.

**Cost/Funding:** Perkins+Will estimated a cost of \$29-31 million for the building. The City has budgeted up to \$34 million for the total project budget including financing. It is anticipated that the City will sell bonds for this project upon validation of the project budget following the schematic design phase of the project.

**Schedule:** The City’s goal is to begin construction in the spring of 2019, with completion in 2020.

## **Background – West Lafayette City Hall**

Even before toxic mold forced staff out of West Lafayette’s City Hall in 2014, the administration had been operating out of disparate locations due to space constraints in the now demolished building. Today, the City is operating out of a range of structures spread throughout the City. This includes a century’s-old firehouse, its police headquarters, a former agriculture barn, and a Great Depression-era elementary school.

In 2017, the City embarked on the West Lafayette City Hall Viability Study to evaluate current City facilities, identify space needs for each City department, compare alternative sites and provide recommendations for future facilities. This study was completed by Pizzuti from Columbus, Ohio. Pizzuti recommended the City move forward with the targeted renovation and adaptive reuse of the Morton Center to accommodate City Hall functionality while continuing to operate the facility as a community center. A copy of this plan is available on the City’s website at the following link:

[http://www.westlafayette.in.gov/egov/documents/1530198772\\_70455.PDF](http://www.westlafayette.in.gov/egov/documents/1530198772_70455.PDF)

The City has accepted these recommendations and is now moving forward to implement this plan. As the first action in planning for the renovation, the City has issued separate requests for services needed to plan, build and oversee the project. These include: (1) Architecture/Engineering Services (2) Construction Manager as Constructor (CMc) services, and (3) Owner’s Representative services.

## Project Summary – West Lafayette City Hall

The proposed project includes the strategic renovation and adaptive reuse of the Morton Center facility (former Morton Elementary School) for community center and city hall functionality. A summary of key aspects of the proposed project follow.

**Site:** The project would include site improvements in the block bordered by Chauncey Avenue, Columbia Street, Salisbury Street and North Street. Site improvements would include a modified accessible main entrance, potential building expansion, drop-off area, council chambers entrance, outdoor programming areas, Parking improvements and related work. The building and site are owned by the City. Additionally, the schematic design of the project will consider the conversion of Chauncey Avenue into a pedestrian plaza and greenspace between the Morton Community Center and the West Lafayette Public Library.

**Building:** The existing building is a 36,000 square foot, two-story, flat-roofed brick and limestone structure. It was dedicated in February 1930 and was listed on the National Register of Historic places in 1999. The City’s goal is to make this a green/sustainable facility. Specific goals and objectives for the level of green and sustainable design will be determined early in the design phase. Building improvements are expected to include:

- New, high efficiency HVAC system
- New windows
- Improved integration of technology, including AV in the multi-purpose and conference rooms and facility-wide WiFi access
- Accessibility improvements (entrances, bathrooms, play areas, etc.)
- Updated playground and plaza space
- Shared plaza/greenspace with the library
- Catering kitchen
- Improved signage/wayfinding
- Additional public art
- Updated interior finishes (carpet, paint, tile, etc.).

**Temporary Accommodations:** The building and site will be vacated by January 2019. The City has secured temporary space at an off-site location for operations during construction. No services related to temporary accommodations are required.

**Cost/Funding:** Pizzuti estimated a cost of \$6.92 to \$8.64 million for the project, not including site costs and with a 10-15% margin of error. For these reasons, the City is budgeting up to \$12.0 million toward the project inclusive of all construction and non-construction costs. It is anticipated that the City will sell bonds for this project upon validation of the project budget following the schematic design phase of the project.

**Schedule:** The City’s goal is to begin construction in the spring of 2019, with completion in 2020.

## Services Requested

The City of West Lafayette is looking to contract with a qualified individual or firm to provide Owner’s Representative services throughout all phases of the remaining planning, design, construction and closeout services of the projects. The following is an outline of services to be provided:

### Pre-Construction Services

- a. Work with Owner, Architect/Engineer and Construction Manager as Constructor to develop project development schedule.
- b. Work with Owner, Architect/Engineer and Construction Manager as Constructor to develop overall pro-forma budget including breakout of construction and non-construction costs.
- c. Work with Architect/Engineer and Construction Manager as Constructor throughout schematic design phase to validate or revise the project schedule and budget.
- d. Attend and participate in periodic design meetings.
- e. Review and comment on plans and specifications as they are developed.
- f. Recommend design and construction alternatives.
- g. Analyze exploratory demolition and other information to determine the scope of rehabilitation work.
- h. Assist with bidding and selection.
- i. Analyze cost estimates.
- j. Assist in the coordination of the design and design review process.
- k. Facilitate coordination between Redevelopment Commission, Department of Development, Parks Department, Mayor, other City Staff, Contractors and Engineer.
- l. Provide weekly updates to City representatives on pending action items.
- m. Facilitate procurement of services outside of Architect/Engineer and Construction Manager as Constructor, if required.
- n. Other services as needed.

### Construction Period

- o. Coordinate with the Architect/Engineer and the Construction Manager as Constructor to ensure that all contractual requirements are met.
- p. Attend site meetings at least weekly and represent the Owner at these meetings, and prepare complete and accurate minutes for such meetings.
- q. Participate in conferences and render advice and assistance to Owner in order to develop economic, efficient, and desirable design, development and construction procedures.
- r. Review and render advice to Owner concerning product samples and specifications provided to Owner by contractor, subcontractors, and material suppliers for use at the Project.
- s. Receive suggestions or recommendations from which could improve the Project or diminish construction time or costs.
- t. Review and track all necessary conditional and unconditional lien releases and waivers, and keep Owner informed of the status of all lien releases.
- u. Review all change orders issued by Construction Manager as Constructor regarding the Project and render advice to the Owner about the form and content of such change orders in relation to the plans, specifications and the contract documents.
- v. Review and make recommendations on all payment requests pursuant to the contract documents, architect’s agreements, or other consultants’ agreements related to the Project.

- w. Identify possible payment defaults on the part of contractors, subcontractors, material suppliers or any party who may have lien rights against the Project.
- x. Perform periodic inspections of the Project at least once a week, or as deemed necessary, to verify: (i) that the materials and labor being furnished are according to plans, specifications and contract documents, (ii) that the work being billed for in each payment request is completed in accordance to the plans, specifications and contract documents, (iii) that the contractor's time schedule is being maintained, as shown as attached to the construction contract, and (iv) that the costs are in line with the Owner's budget.
- y. Assist Owner and Architect in the preparation of punch lists for the Project, coordinate and assist Owner in scheduling the completion of all such corrective work, and participate in all inspections.
- z. Monitor schedule and budget and provide regular updates to involved parties.
- aa. Facilitate coordination between Redevelopment Commission, Department of Development, Parks Department, Mayor, other City Staff, Contractor and Engineer.
- bb. Provide weekly updates to City representatives on pending action items
- cc. Facilitate procurement of services outside of Architect/Engineer and Construction Manager, if required.
- dd. Other services as needed.

## Submittal Requirements

Eight hard copy responses and a PDF version on a flash drive shall be submitted by 8:30am (EDT) on August 15, 2018. ***Documents received following that date and time will not be considered.*** Please seal all submittal documents in a separate interior envelope or box labeled as follows.

West Lafayette City Hall and  
Cumberland Park Indoor Recreation and Aquatics Center  
Statement of Qualifications for  
Owner’s Representative Services

Responses are to be sent to:

City of West Lafayette  
Department of Development  
Attention: Redevelopment Commission  
222 N. Chauncey Ave.  
Room 102  
West Lafayette, IN 47906

The submittal shall include the following components, submitted in this order. The total submission shall not exceed 25 pages. Please print double sided.

1. Cover Letter
2. Firm Background
  - a. Include lines of service, general approach to projects and, servicing office location
3. Project Team
  - a. Include brief resume for each team member including their role in the project, firm and date of employment
  - b. Include client’s main point of contact
  - c. Identify percentage of time each individual will commit to the project
  - d. Identify hourly rate of each individual
4. Similar Projects Completed
  - a. This should document the firm’s experience on public works projects of similar size and complexity.
  - b. Provide a summary of experience/understanding of CMc projects in Indiana.
5. References
6. Project Approach
7. Project Scope of Work
8. Project Schedule Proposal (Gantt Chart)
9. Insurance
  - a. The owner’s representative shall be covered through the certificate of insurance by the CMc and Architect/Engineer.
10. Acknowledgements
  - a. Acknowledge firm capacity to complete this project per the schedule submitted.
  - b. Acknowledge verification of receipt of all addendums to this posting.



- c. Acknowledge ability to meet requirements of Standard Contract terms included at the end of this posting.

This submittal should not include a cost/fee proposal. However, the City may request short-listed firms provide a separate fee proposal at the time of an interview.

## Additional Notes and Requirements

- The City may invite one or more firms for an interview. Interviews would be conducted between September 4 and September 14, 2018. Firms invited for an interview may be invited to submit a formal fee proposal. At the interview, the City’s expectation is to meet with the actual team to be assigned the project, including the project manager.
- Selected consultant will be required to furnish an agreement containing the provisions attached at the end of this Request for Statement of Qualifications. The firm’s ability to meet these terms shall be acknowledged in the Statement of Qualifications.
- The Redevelopment Commission has established a 10 percent goal for participation in the overall project by minority/women/veteran owned businesses. Firms certified as minority/women/veteran owned businesses by the City of Indianapolis or the Indiana Department of Transportation will be considered eligible for meeting this goal.
- While the City went through a RFQ process for the Viability Study phase of the project, the design phase is considered a separate project requiring different skills and experience. All firms are open to submit for this phase of the project.
- The evaluation committee will consist of:
  - Mayor John Dennis
  - City Clerk Sana Booker
  - Kathy Lozano
  - Tim Clark
  - Larry Oates
  - Erik Carlson
  - Erin Easter
  - Linda Eales

## Questions and Clarifications

In order to provide an equal opportunity to meet and communicate with the evaluation committee, the City will only answer written questions submitted by email during the RFQ period. Verbal inquiries shall not be made to City or selection committee representatives.

Questions shall be submitted to:

Erik A. Carlson  
Director of Development  
City of West Lafayette  
[ecarlson@westlafayette.in.gov](mailto:ecarlson@westlafayette.in.gov)  
Subject Line: “Owners Rep Q&A”

Questions must be emailed by August 3, 2018 at 4:30pm (EDT). If clarifications or corrections need to be issued to this RFQ, an addendum with all questions and responses will be posted to the City website at by August 8, 2018 at 8:30 am (EDT) at this link:

<http://www.westlafayette.in.gov/departments/division.php?structureid=44>

## City of West Lafayette Provisions Required in All Contracts

This section is included as a courtesy to give advanced notice of requirements on all city contracts. Please acknowledge ability to meet these requirements in the Acknowledgments section of your proposal.

### Prevailing Party – Attorney Fees

Notwithstanding any term or condition in this Contract to the contrary, in the event litigation is commenced to enforce any term or condition of this Contract, the prevailing party shall be entitled to costs and expenses of litigation including a reasonable attorney fee.

### Engaging in Activities with Iran

By signing this Contract, **[Selected Respondent]** certifies that it is not engaged in investment activities in the country of Iran as set forth in I.C. 5-22-16.5.

### E-Verify

**[Selected Respondent]** shall comply with E-Verify Program as follows:

a. Pursuant to IC 22-5-1.7, **[Selected Respondent]** shall enroll in and verify the work eligibility status of all newly hired employees of **[Selected Respondent]** through the E-Verify Program (“Program”). **[Selected Respondent]** is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists.

b. **[Selected Respondent]** and its subcontractors shall not knowingly employ or contract with an unauthorized alien or retain an employee or contract with a person that **[Selected Respondent]** or its subcontractors subsequently learns is an unauthorized alien. If **[Selected Respondent]** violates this Section 7(b), The City of West Lafayette shall require **[Selected Respondent]** to remedy the violation not later than thirty (30) days after The City of West Lafayette notifies **[Selected Respondent]**. If **[Selected Respondent]** fails to remedy the violation within the thirty (30) day period, The City of West Lafayette shall terminate the contract for breach of contract. If The City of West Lafayette terminates the contract, **[Selected Respondent]** shall, in addition to any other contractual remedies, be liable to The City of West Lafayette for actual damages. There is a rebuttable presumption that **[Selected Respondent]** did not knowingly employ an unauthorized alien if **[Selected Respondent]** verified the work eligibility status of the employee through the Program.

c. If **[Selected Respondent]** employs or contracts with an unauthorized alien but The City of West Lafayette determines that terminating the contract would be detrimental to the public interest or public property, The City of West Lafayette may allow the contract to remain in effect until The City of West Lafayette procures a new contractor.

d. **[Selected Respondent]** shall, prior to performing any work, require each subcontractor to certify to **[Selected Respondent]** that the subcontractor does not knowingly employ or contract with an unauthorized alien and has enrolled in the Program. **[Selected Respondent]** shall maintain on file a certification from each subcontractor throughout the duration of the Project. If **[Selected Respondent]** determines that a subcontractor is in violation of this Section 7(d), **[Selected Respondent]** may terminate

its contract with the subcontractor for such violation. Such termination may not be considered a breach of contract by **[Selected Respondent]** or the subcontractor.

e. By its signature below, **[Selected Respondent]** swears or affirms that it i) has enrolled and is participating in the E-Verify program, ii) has provided documentation to The City of West Lafayette that it has enrolled and is participating in the E-Verify program, and iii) does not knowingly employ an unauthorized alien.

### Non-Discrimination

**[Selected Respondent]** agrees:

(a) That in the hiring of employees for the performance of work under this contract or any subcontract hereunder, no contractor, or subcontractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, religion, color, sex, national origin or ancestry, discriminate against any citizen of the State of Indiana who is qualified and available to perform the work to which the employment relates;

(b) That no contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, religion, color, sex, national origin or ancestry;

(c) That The City of West Lafayette may deduct from the amount payable to the contractor a penalty of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of the provisions of the contract;

(d) If there is a second or any subsequent violation of the terms or conditions of this section, then this contract may be cancelled or terminated by The City of West Lafayette and all money due or to become due hereunder will be forfeited.

### Americans with Disabilities Act Requirements

Pursuant to Title II regulations at 28CFR 35.151; and the 2004 ADAAG CFR part 1191, appendices B and D, the City of West Lafayette adopted the 2010 ADA (Americans with Disabilities Act) Standards for Accessible Design applicable to new construction and alterations for facilities. In addition, the City adopted the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right of Way (PROWAG) as published July 26, 2011. The City adopted these regulations in December of 2011.

For facilities located within the right of way, including new construction and alterations, minimal standards shall be in accordance with the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) as published July 26, 2011. These standards must be met for covered project elements.

It is the intent and goal of the city to ensure that all new construction within the city of West Lafayette shall comply with all applicable accessibility and non-discriminatory guidelines including the ADA and PROWAG guidelines.

Fair Housing Act (FHA) and Section 504 of the Rehabilitation Act, and The Architectural Barriers Act (ABA) standards and guidelines must be met on all projects requiring compliance with the FHA, Section 504, or the ABA.

Projects found to be in violation or non-compliance with any portion of these technical requirements, standards and guidelines will not be issued a Certificate Of Occupancy from the City until all applicable requirements have been met.

CITY OF WEST LAFAYETTE  
NON-COLLUSION AFFIRMATION

**STATE OF INDIANA**  
**COUNTY OF: TIPPECANOE**

**SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

\_\_\_\_\_  
Offeror (Firm)

\_\_\_\_\_  
Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared, \_\_\_\_\_, who acknowledged the truth of the statements in the foregoing affirmation on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
(written) Notary Public

\_\_\_\_\_  
(printed)

County of Residence: \_\_\_\_\_

## Appendix 1

### Q&A

- 1. We applaud the City for its commitment to developing a green/sustainable facility. While we understand specific goals and objectives for the level of green and sustainable design will be developed during Schematic Design, can you please give us an indication if you’re planning to seek LEED certification, Green Globes, Energy Star, or other?**

We are open to any and all equivalents to these efficiency standards. While we would like the building to be able to achieve these certifications, we plan to utilize funds in the building itself rather than for a plaque.

- 2. It appears the study work was grounded in Community Engagement. Are there any specific expectations for the Design and Construction Phases?**

We expect this phase of the project to follow the findings of the Viability Studies completed on both the City Hall and Rec Center projects. We do not anticipate community engagement in this phase.

- 3. Beyond the studies provided, what other site/building due diligence has been performed (i.e. environmental, land survey, etc)**

The studies are the sum total of our information.

- 4. Can you please outline the approval process for final design approval and final Construction Manager as Constructor GMP award?**

This portion of the project will be a collaboration between the owner, the owner’s rep, and the A&E/CMc teams. Our hope is this process will be completed by year’s end so the Redevelopment Authority can head to the bond market in Q1 with an accurate price established.

- 5. What is driving vacating the City Hall building/site by January 2019?**

A lull in Morton Center’s programing at year’s end will allow for relocation before the winter classes begin in January at the new, temporary facility. We will utilize the same time to move city offices as well. We anticipate there will be a gap of time between vacation of the building and work commencing. We would hope for work to start in the first two quarters of 2019.

- 6. How will Furniture, Fixtures, and Equipment (FFE) be procured? Shall we assume the Owner’s Rep is coordinating this effort?**

This will be done as a collaborative between the architectural team, the owner and the owner’s rep. Actual procurement will route through the City’s procurement process in collaboration with the Owner’s Rep.

- 7. Submittal requirements state that the submission shall not exceed 25 pages, printed double sided. Is that 50 pages of content printed on 25 sheets? Or is that 25 pages of content printed on 13 sheets?**

Please do not exceed 25 pages of content. We also request that the submission is printed on both sides of the page to conserve paper.

**8. Can I turn our proposal in the day before?**

We will accept proposals at any time until 8:30 a.m., August, 15. If being sent via a parcel service, it would be advisable to ensure delivery prior to close of business on 8/14.

**9. With all the RFP’s on the street simultaneously, will the [Owners Rep] selection be made first in an effort to help finish evaluations of the other submissions or will they all be announced simultaneously?**

Simultaneously.

**10. Do you have a listing of the companies that are actively pursuing the project and can you share?**

We have not required a notice of intent to bid, therefore no such list exists.

**11. With regards to the Program, will there be a single point of contact on behalf of the Redevelopment Commission?**

The projects will be overseen by representatives from city staff. The development and parks and recreation departments will work collaboratively as a team overseeing this process.

**12. As a follow-up, I have just finalized contracts for an [Owner’s Rep] program in Central Indiana and they had three separate projects to manage with separate points of contact for each. We are still reporting to the Board but each individual project has a different “Owner” to assist with decision making by the end user. Will there be separate points of contact for the individual projects (Cumberland Park / City Hall) or is it your expectation to have one person within the firm managing both projects through the Board?**

We will leave that up to the individual applicants to propose what works best for them.

**13. Having run the diversity program for the Eskenazi Hospital project, I know that our leadership wanted each service provider (design team, program management, construction manager, trade contractors ...) to meet the project diversity goals. With a goal of 10%, that is easily doable but comes with some costs. Are your goals for the entire program or do you wish to see each category achieve/exceed the goals?**

Our aim is to have 10 percent, or preferably more, of our overall budget on both projects go toward MBE/WBE/VBE.

**14. Regarding the schedule, you have asked for this from the design teams, CMc’s and OR. Do you want these deliverables to be different with respect to their focus?**

We are interested in seeing firms’ processes through this request. Once the teams are assembled, the team as a whole will create the actual timeline for this project in all of its phases.

**15. If yes, is it right to assume that the designer is anticipated to focus on preconstruction efforts, CMc’s to focus on their individual projects and the OR is bigger picture bringing both of those processes together without the detail?**

See above.

- **Would you like for our schedule to discuss our anticipated level of involvement at each stage and talk more broadly about our approach by phase in lieu of discussing it in Firm Background?**

See above.



**16. Both projects run concurrently but only one RFP is out for design services and that is for the Cumberland Park Indoor Recreation and Aquatics building. Who is the designer for the new West Lafayette City Hall?**

All five RFPs were released concurrently. They can be viewed at

<http://www.westlafayette.in.gov/department/division.php?structureid=44> under the heading “Topics of Interest.”

**17. When I worked on the Monon Center in Carmel, it took over 2 years to build. While much of that was because of the extensive site improvements, I would anticipate the Cumberland Park Indoor Recreation and Aquatics building to take a minimum of 18 months to construct. The schedule narrative indicates construction starting “in the Spring of 2019, with a completion in 2020”.**

- **Is there a hard finish that must be met to facilitate programming elements, swim club competitions, or the lease terms to the temporary accommodations for Parks operations? This was a huge issue in planning for a facility I was involved in Westfield, IN.**

Our finish date is not a hard date.

- **It is standard for design of a facility of this type to take 5-6 months and with the design team selection occurring in September, I would anticipate the schedule for preconstruction being tight. Are there any regulatory processes (APC, Zoning, County Surveyor, etc...) that will be milestone activities or have those all been worked out ahead of time for the most part?**

The area plan commission has stated the use is proper for zoning.

**18. Regarding the hourly rates for the project team:**

- **Is this a fully weighted rate with overhead, profit and benefits?**  
How or what is worked into a company’s hourly rate is not germane, the question is what hourly rate will be charged to the client.
- **Should the hourly rate absorb reimbursibles such as travel or any other expense outside of a unique request that is not standard. This will help you cap costs and give a full understanding of cost effectiveness of any proposal.**

We would like to see an accounting of travel and other reimbursable costs so as to best weigh our options in choosing our Owner’s Rep.

**19. Does the City or the Redevelopment Commission have a Project Management software that they will dictate being used to support communication or will that be provided by the CMc? I am well-versed in many of these programs and am working with a client on selecting one to help with record keeping, communication and as a resource to efficiently manage decision-making. I’d be happy to share the outcome but these could be very useful in creating “real-time” dashboards for project oversight.**

This will be incumbent upon the CMc to determine.

**20. You reference “facilitate procurement...if required” for services other than design team and CMc partners. What areas would you anticipate? Having managed the procurement of a huge hospital, there are many efficiencies that can be pulled out of the CMc’s package that lend themselves toward direct buys or facilitating relocation support.**

This will be worked out by the selected Owner’s Rep, the Owner and the rest of the team.

**21. Can a firm be a sub on a design team and a lead on the owner’s rep?**

No. We will expect an Owner’s Rep to be fully independent of any other aspects of the project.

**22. How many hours a week do you envision the owner’s rep acting on the City’s behalf?**

This decision will be incumbent upon the proposer.